



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**DEPARTMENT OF MENTAL HEALTH**  
**VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 16319	<b>POSITION:</b> Supervisory Social Worker
<b>POSITION SERIES:</b> DS-0185	<b>POSITION GRADE:</b> 14
<b>OPENING DATE:</b> 7-8-10	<b>CLOSING DATE:</b> 7-29-10
<b>IF "OPEN UNTIL FILLED" NEXT SCREENING</b>	<b>SALARY RANGE:</b> \$88,545 - \$123,963 Per Annum
<b>WORKSITE:</b> 1100 Alabama Avenue, S.E. Washington, D.C. 20032	<b>TOUR OF DUTY:</b> 8:30 a.m. – 5:00 p.m., Monday – Friday
<b>PROMOTION POTENTIAL:</b> None	<b>AREA OF CONSIDERATION:</b> Unlimited
<b>AGENCY:</b> St. Elizabeths Hospital	<b>NO. OF VACANCIES:</b> 1
<b>DURATION OF APPOINTMENT:</b> MANAGEMENT SUPERVISORY SERVICE (AT WILL)	

AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

( ) This position IS in the collective bargaining unit represented by \_\_\_\_\_ and you may be required to pay an agency service fee through an automatic payroll deduction.

(X ) This position IS NOT in a collective bargaining unit.

**"JOBS FOR D.C. RESIDENTS AMENDMENT ACT OF 2007":** A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, a line attorney position in the Legal Service (series 905), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

**BRIEF DESCRIPTION OF DUTIES:** The incumbent of this position serves as a Supervisory Social Worker at the Saintt Elizabeths Hospital (SEH). The incumbent and staff play a major role with respect to the integration of patients into the community. Shares in the responsibility of planning, directing and controlling the professional array of services provided in the SEH Social Work and Community Integration Department. These services include social histories, psychosocial evaluations, assessments, individual, group and family therapy, short and long term interventions, referrals to other agencies and discharge planning. Exercises overall responsibilities for staff to include selection, grievances, disciplinary matters, conflict resolution and considerate of cultural and ethnic diversity and focus on empowering individuals to change their own lives. Utilizes best treatment practices based on research and analysis, which promote recovery, treatment teams in planning and executing comprehensive discharge plans for patients. Collaborates with external hospital partners who accept patients into their facilities and/or such programs as nursing homes, Department of Disability Services, and contracted programs. Plans, implements, evaluates and manages the social work quality assessment and improvement systems.

**QUALIFICATIONS REQUIREMENT:** Applicants must have successfully completed a course of study in an accredited school of Social Work and have fulfilled all the requirements for the Master's degree in Social Work. A copy of the Master's degree and license must accompany the application for the position. Applicants must possess one (1) year of professional work experience equivalent to the next lower grade level. Applicants must be a Licensed Independent Clinical Social Worker, LICSW, through the D.C. Department of Health, Health Professional Licensing Administration.

**SELECTIVE PLACEMENT FACTOR(S):** None

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

### RANKING FACTORS

1. Comprehensive knowledge of a wide range of theories, principles and practices of clinical social work.
2. Ability to communicate effectively, both orally and in writing, in order to hold discussions with patients, coordinate activities, and maintain liaison with outside institutions and community groups.
3. Knowledge of community agencies and resources that serve adult patients and their families.
4. Ability to use microcomputers and software applications in accordance with standards established by the Department of Mental Health and Saint Elizabeths Hospital.
5. Ability to perform the full range of supervisory duties, such as, identifying training needs, delegating authority and monitoring performance of employees..

**EVIDENCE OF EDUCATIONAL ACHIEVEMENT (DEGREE, TRANSCRIPT OR CREDIT HOURS) MUST ACCOMPANY THE DC-2000 EMPLOYMENT APPLICATION.**

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPERATING MANUAL FOR QUALIFICATION STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC FORM 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

**WHERE TO APPLY:** DEPARTMENT OF MENTAL HEALTH  
DIVISION OF HUMAN RESOURCES  
1100 Alabama, Avenue, S.E.  
Room 205  
Washington, D.C. 20032  
ATTN: Clara Orino  
PHONE: (202) 299-5231

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.**

**DRUG-FREE WORKPLACE ACT OF 1988.** "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."